

MEMORANDUM FOR:

SUBJECT: Identifying Persons Relative to Eligibility
for Overtime Pay

REFERENCE: Memorandums to Deputy Directors and ExO/DCI,
from D/Pers, dtd 7 August 1958

1. The CIA Career Council discussed at its meeting on 23 July 1958 the need for a uniform Overtime Compensation policy in the Agency and agreed that a system of identifying persons in particular categories relative to eligibility for overtime compensation should be established.

2. Subsequent to the dispatch of referenced memorandums, I met with representatives of your Career Service to discuss special problems involved in granting or denying payments for overtime to persons in your Service.

3. I have come to the conclusion that probably the most feasible way of identifying individuals or groups of individuals who will or will not receive overtime compensation is to establish a grade level as the basic cutoff point. This is with the understanding that Heads of Career Services will identify by name, members of their respective Services who should be considered as exceptions because of the nature of their work or particular circumstances involved.

4. Attached is a proposed statement which I believe would be acceptable as an Agency overtime policy and would also be relatively easy to administer. However, prior to proposing a policy to the Career Council, I wish to determine which persons in each of the Career Services would be identified as exceptions in accordance with paragraphs 2 and 4 of the attached policy statement if such a statement were to be implemented today.

5. Please forward to Mr. [REDACTED] before 1 December a list of the people in your Career Service and their present jobs who would be identified in accordance with the attached policy statement; e.g. (a) the persons in grades GS-11 and above who would be authorized to receive overtime pay and (b) the persons in grades GS-10 and below who would not be authorized to receive overtime pay.

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[REDACTED]
Gordon M. Stewart
Director of Personnel

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